RA's ARE RESPONSIBLE FOR THE FOLLOWING SETS OF DUTIES:

(A) SUPPORT GROUP DUTIES (SEE SPECIFIC GROUP DUTIES AND RA ASSIGNMENTS BELOW)
(B) COURSE ASSISTANTSHIP-RELATED DUTIES
(C) DEPARTMENT AND FACULTY-RELATED DUTIES

<table>
<thead>
<tr>
<th>GROUPS</th>
<th>MEMBERS (alphabetically)</th>
<th>(A) SUPPORT DUTIES</th>
</tr>
</thead>
</table>
| Technical and Technological Support (TTS) (6+1 RAs) | Esra Ataman, Zeynep Aysan, E. Yasin Çiftçi, Aycan Demir Ayaz, Yeşim İpekçi, Merve Mutlu & Berkay Kayalı (FLE) | • All PC maintenance (classrooms & offices: 9+33+LAB) throughout the semester  
• All technical equipment (e.g., projectors, printers, etc) maintenance (esp. at the beginning of the semester)  
• RAs on call at all times (daily shifts including lunch breaks)  
• Updating of Department website (Yasin Çiftçi)  
• Creating/updating conference websites  
• Seminar for incoming undergrad students on how to use the registration program (every Sept.)  
• Other duties assigned by the administration |
| Program & Admin Support (PAS) (5 RAs) | Mehmet Akkuş, Özlem Arslan, Fatma Gümüşok, Alper Kesici, Sinem Oruç | • Program organization (Sept., Jan., June)  
• Section lists (Sept., Jan., June)  
• Final exam schedule (Dec., May, July)  
• Resit Exam related work  
• Record keeping of “Bölüm Aidatı” (Fatma Gümüşok)  
• Supporting the Chair/Vice-Chairs/Advisors to the Chair when needed  
• Sinem Oruç in charge of the website for BNC |
| SUNY –TEFL Support (1 RA) | Esra Karakuş | • Duties assigned by the Program Coordinator (N. Korkut) |
| Student Exchange Support (SES) (2 RAs) | Merve Aydoğdu, Ayşe Tekşen Memiş | • Exchange duties assigned by the group Coordinator (D. Alpakin Martinez Caro) |
| RA Coordinator | Elzem Nazlı | • In charge of RA duties distribution |
(B) COURSE ASSISTANTSHIP-RELATED DUTIES

1. **Observation of all classes** (unless RA is observing 2 sections of the same course/taught by the same instructor or has received a permission from the instructor)
2. **Teaching at least 1 – 3 class hours** (per term and/or regular Discussion, Q&A sessions in line with the special requirements/characteristics of the courses)
3. **Grading Support** [at least 1 item (e.g. midterms, finals, quizzes, papers, HW) – maximum: up to the instructor in line with the special requirements/characteristics of the course]
4. **Student correspondence/feedback** (via RA Office hours and email)
5. **Midterm and Final invigilation** (ONLY when this is not possible, i.e., the time/place for two sections of a course overlaps, or there is a clash with the RAs schedule which cannot be sorted out, will the department administration be notified to find & assign other RAs)

(C) DEPARTMENT AND FACULTY-RELATED DUTIES

1. **Invigilation** (when required, both in and outside of the department)
2. **ODTÜ Tanıtım Günleri** (2 times a year (March/July): prepare a poster/flyers and a PPP; man the stand)
3. **Aramiza HoşGeldiniz** (end of October) – orientation for the prospective students
4. **Departmental Orientation Days** (September) – related Department internal activity support
5. **Commencement/Diploma töreni** (June/early July)
6. **Mezunlar Günü** (end of June)
7. **Sorting out new Graduate student applications for ELIT and ELT** (June/July)
8. **ELIT and ELT Conferences** organized by the department
9. **Faculty activities** (Teachers’ Day, 23 Nisan, 19 Mayis, Makarna günü, etc.)
10. Other